



---

**OFFICE OF PUBLIC INSTRUCTION**

---

PO BOX 202501  
HELENA MT 59620-2501  
www.opi.mt.gov  
(406) 444-3095  
(888) 231-9393  
(406) 444-0169 (TTY)

Denise Juneau  
Superintendent

April 12, 2012

To: Superintendents, Business Managers/Clerks, County Treasurers and County Superintendents

From: T. Janelle Mickelson, Financial Specialist Supervisor

Regarding: Accounting Guidance for the Graduation Matters Montana Grant

Through a partnership with Dennis & Phyllis Washington Foundation, the Office of Public Instruction awarded 21 communities funding to launch or help build local Graduation Matters Montana initiatives. The deadline for expending these funds is June 30, 2013.

The revenue and expenditure codes for this grant are shown below:

|   | <u>Revenue</u> | <u>Exp. Program</u> |
|---|----------------|---------------------|
| <b>Graduation Matters Montana Grant</b> | <b>3240</b>    | <b>324</b>          |

**Level/Fund:**

115 – Elementary Misc Programs Fund (15)  
215 – High School Misc Programs Fund (15)  
215 – K-12 Misc Programs Fund (15)

**Revenue Account Structure:**

| <u>Level/Fund</u> | <u>Revenue Source</u> | <u>Project Reporter</u>    |
|-------------------|-----------------------|----------------------------|
| _15               | <b>3240</b>           | XXX (Assigned by District) |

**Expenditure Account Structure:**

| <u>Level/Fund</u> | <u>Program</u> | <u>Function</u> | <u>Object</u> | <u>Project Reporter</u>    |
|-------------------|----------------|-----------------|---------------|----------------------------|
| _15               | <b>324</b>     | XXXX            | XXX           | XXX (Assigned by District) |

Allowable activities to support your local Graduation Matters Montana initiative include the following; specific activities and dollar amounts approved by the Office of Public Instruction are outlined in your Grant Award Notice, mailed along with your award check on April 10, 2012.

- ❖ Stipends for current staff and/or existing school team to convene Graduation Matters Montana partners.

*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*

- ❖ Stipends for current staff and/or existing school team to coordinate Graduation Matters Montana activities.
- ❖ Stipend/contract for external facilitator to convene school/community businesses.
- ❖ Program expenditures to promote Graduation Matters Montana “I Pledge to Graduate” events.
- ❖ Program expenditures for ongoing professional development.
- ❖ Submission of a Graduation Matters initiative plan and timeline.
- ❖ Other program expenditures as outlined in application to OPI.

As a recipient of a Graduation Matters Montana grant, you are required to bring a team of no less than three school-based and community members to a GMM Summit to participate in updates on your work and to share in the ongoing learning and collaboration related to the objectives of GMM.

If you have program questions please contact Deb Halliday at 406-444-3559 or [dhalliday@mt.gov](mailto:dhalliday@mt.gov) . For accounting questions please contact me at 406-444-3249 or [jmickelson@mt.gov](mailto:jmickelson@mt.gov).